

<b>DEPARTMENT</b>	Finance
<b>JOB TITLE</b>	Accounting Coordinator
<b>REPORTS TO</b>	Finance Manager
<b>STATUS</b>	Full Time



**RATH EASTLINK  
COMMUNITY  
CENTRE**

### **POSITION SUMMARY**

The Accounting Coordinator will be responsible for the processing of all accounts payable/receivable invoices as well as recording daily sales in the accounting system. The Accounting Coordinator will also be responsible for preparing daily cash deposits and other accounting/finance tasks as required.

The ideal candidate will be enrolled or will have completed post-secondary education with a focus in accounting. Significant experience with Microsoft Excel is required as well as knowledge of computerized accounting systems.

### **DUTIES AND RESPONSIBILITIES**

#### **Administrative:**

- Maintain accounts payable and accounts receivable entries in Microsoft Great Plains (GP)
- Reconcile daily sales cash and credit card reports
- Prepare and enter journal entries for daily sales as well as other journal entries as needed
- Submit daily cash deposits to the bank and maintain record of all cash deposit sheets
- Maintain a log of all cheques deposited
- Control and maintain accounts payable purchase order book
- Prepare recurring accounts receivable invoices each period
- Prepare cash drawers and floats for minor and major events at both properties

#### **Customer Service:**

- Provide quality customer service to all members and patrons: no matter of race, religion, physical or mental barriers or any other discrimination basis
- Ensure member adherence to Central Nova Scotia Civic Centre Society (CNSCCS) policies
- Maintain a friendly and professional code of conduct
- Demonstrate strong communication skills to fellow staff members and patrons
- Act as a team player and support others
- Be flexible and adaptable as the business continues to evolve
- Represent the values of the CNSCCS
- Build positive relations with fellow staff members and patrons

#### **Other:**

- Perform continuous risk management and communicate needs or concerns to appropriate personnel
- Complete all reports and documents appropriately in a timely manner and daily risk management checks
- Ensure accurate knowledge of company policies and procedures and ensure adherence
- Ensure full confidentiality is maintained for all members/users/staff by employing procedures that reduce unnecessary transmission of confidential information
- Other duties as assigned

## EDUCATION/QUALIFICATIONS AND SKILL REQUIREMENTS

- Post-secondary education with a specialization in business and/or accounting is preferred.
- The Accounting Coordinator will work with the Finance Manager and V.P. of Finance and Administration to ensure all aspects of the accounting cycle are completed in a timely manner each month.

## HOW TO APPLY

**Please send your cover letter and resume to**  
**[jmccabe@ratheastlinkcc.ca](mailto:jmccabe@ratheastlinkcc.ca)**